



Rio Arriba County Detention Center (RACDC) POLICY 025: RELEASING OF INMATES/GOOD-TIME CREDIT

The Rio Arriba County Detention Facility shall have procedures for the proper releasing of inmates that meet court orders and guidelines spelled out in the laws of the State of New Mexico.

Procedure:

1. The administrator shall assign personnel to check release information on a regular basis to ensure that releases are being done properly.
2. Detention officers shall ensure that the inmate being released is the right inmate by positively identifying the inmate to the mug shot of the same.
3. Release orders must be authentic and be sent from the proper jurisdiction.
4. Detention personnel shall contact the court of jurisdiction when in question.
5. Supervisors must approve all releases.
6. When inmates are being released on good time, administration shall be the approving body.
7. Good time will not be recommended for any inmate violating any facility rule or regulation.
8. Good time will be recommended only for inmates that do not receive any misconduct reports while incarcerated at the facility.
9. Good time shall not exceed half of the original sentence.
10. When the Judge of jurisdiction has not otherwise specified in the judgment and sentence, it is assumed that the Judge of jurisdiction has no reservations on good time. (this applies only to District Court inmates.)
11. For magistrate level inmates, the Sentencing Judge will approve or deny any good time recommended by the administrator.
12. Detention personnel when releasing inmates shall:
 - a. positively identify inmate being released.
 - b. verify the reason for release.



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- c. check the inmate's cell for any damages before release.
 - d. receive all the detention property assigned to the inmate.
 - e. document the release.
 - f. receive the approval from supervisor or administration.
 - g. advise control officer for removal from the count sheet.
13. Except for the inspection of the cell, all releasing procedures shall take place in the booking area.
14. All releases will be done after 8:00 am on the releasing date, except for inmates that bond out.
15. Releasing officer shall thoroughly check the inmate's file to assure there are no other detainers or holds on the inmate to be released.
16. When inmates have other detainers or holds, they will only be released to representatives of those agencies. When inmates have multiple detainers from multiple agencies, each agency will be advised of the transfer.
17. After accuracy of the release order has been determined the booking officer shall arrange for:
- a. The cell or bunk of the inmate that is getting released to be thoroughly inspected for any damages.
 - b. All the issued items to be returned and accounted for at the booking area.
 - c. For the inmate being released to change out to his or her personal clothing.
 - d. For the inmate getting released to receive all personal property.
18. NO INMATE WILL BE RELEASED UNTIL HIS OR HER CELL OR BUNK HAS BEEN THOROUGHLY INSPECTED.
19. All inmate files and property released shall be signed for by the inmate.
20. Inmate's name shall be removed from all count form for proper inmate count.